

**COURSE HANDOUTS AND GUIDELINES**  
**FOR**  
**FIRST DEGREE THESIS AND SEMINAR**

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**BITS Pilani**  
Pilani | Dubai | Goa | Hyderabad

**ACADEMIC RESEARCH (Ph. D PROGRAMME) DIVISION**  
**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE**  
**PILANI (RAJASTHAN)**

## CALENDAR OF EVENTS

### 1. THESIS COURSE

I Sem.	II Sem.	Item	From	To
AUG 16	JAN 22	TS-1 Form	Student	ARD
AUG 28	JAN 29	Detailed outline of work	Student	Supervisor
SEP 05	FEB 10	Viva –I	Student	Supervisor
OCT 08	MAR 15	Mid. Semester written report and presentation	Student	Supervisor
<b>OCT 08</b>	<b>MAR 15</b>	<b>Mid. Semester Grader</b>	<b>Supervisor</b>	<b>ARD</b>
NOV 15	APR 15	Viva – II	Student	Supervisor
NOV 28	APR 30	Thesis abstract (2 copies)	Student	Supervisor
NOV 28	APR 30	Final thesis report submission (2 copies)	Student	Supervisor
Dec 1 - 8	May 3-10	Final Viva	Student	Examiner
<b>Dec 1 - 8</b>	<b>May 3-10</b>	<b>Final Thesis Report, Final Evaluation Form (1 copy each)</b>	<b>Supervisor</b>	<b>ARD</b>

### II. SEMINAR COURSE

I Sem	II Sem	Item	From	To
AUG 10	JAN 15	Seminar Topic finalization	Student	Supervisor
AUG 20	JAN 25	Seminar – 1	Student	Supervisor
SEP 10	FEB 22	Seminar – 2	Student	Supervisor
<b>OCT 08</b>	<b>MAR 15</b>	<b>MID SEMESTER GRADE</b>	<b>Supervisor</b>	<b>ARD</b>
OCT 08	MAR 15	Seminar – 3	Student	Supervisor
NOV 15	APR 20	Seminar – 4	Student	Supervisor
NOV 28	APR 30	Abstract of Seminar, (If not given earlier)	Student	Supervisor
<b>DEC 1-8</b>	<b>MAY 3-10</b>	<b>Final Evaluation Form for Seminar Course</b>	<b>Supervisor</b>	<b>ARD</b>

Note: If any of the above dates happens to be a Sunday or a holiday, the immediate next date will be the calendar date. FINAL THESIS REPORT should invariably be submitted on or before the above-mentioned date.

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI**  
**ACADEMIC RESEARCH (PH. D. PROGRAMME) DIVISION**  
**FIRST/SECOND SEMESTER**  
**COURSE HANDOUT: BITS C421T/C422T THESIS**

**1. Scope and Objective of the course**

The thesis course aims to train a student in the methodology of research, to cultivate logical and creative thinking, and to make him express his findings in the form of a scientific report. It also allows the student to comprehend his subject knowledge and apply it to the given problem.

**2. Operation of the course**

- a. The student should immediately chalk out a plan of work in consultation with the supervisor. The supervisor will spell out the objectives and the expected rate of progress. A literature survey should be carried out to ascertain the current state of work in the proposed area of the thesis. The detailed outline of the work must include a schedule indicating the intermediate milestones and the estimated time to reach the same.
- b. Within two weeks of registration, the student should give his Thesis particulars to the ARD Division in TS-1 Performa.
- c. Two typed /word-processed copies of the final thesis are to be submitted to the supervisor on or before the last day of classwork in the semester.
- d. ONE typed copy of the Thesis Abstract (ONLY) should be submitted to the ARD through the supervisor along with the Final Report. The ABSTRACT should also be a part of the Bound Report in the same format. The suggested format is given below.

**Format of submission of Thesis Abstract**

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Thesis Title:

Supervisor:

Semester: First/Second

Session:

Name of Student:

ID No:

Abstract (Approx. 1000 to 2000 words)  
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- e. Separate thesis topic has to be assigned to an individual student. Wherever the broad area is the same, the aspects to be researched by an individual candidate should be clearly focused and spelled out.
- f. Utmost care should be taken in the preparation of the FINAL REPORT. A check-list of various items is provided and students should carefully go through these. Supervisors are also requested

to examine the draft of the FINAL REPORT keeping in view the items in the checklist. The title of the thesis should be proper and should be indicative of the type of work done.

### 3. Evaluation

Evaluation is essentially individual-oriented. The various components of evaluation along with the weightage of each component and the due day/week are given below:

	Weightage	Week in which due Component
Viva –I	15	5th week
Mid. sem. written report	15	10th week
Mid. sem. Presentation	15	10th week
Viva –II	15	15th week
Final Thesis*	25	Last day of classwork
Final Viva-voce*	15	Actual date announced by ARD

\*Final Thesis and Final Viva are to be jointly evaluated by the supervisor and the examiner appointed by the Dean, ARD.

The evaluation will recognize the day-to-day work involvement and punctuality of the student in the thesis work. Evaluation in various components shall take into account work progress and achievements, technical/professional competence, documentation and expression, initiative and originality, punctuality and reliability, self-reliance, and acquisition of special skills. The student should extend full cooperation to his supervisor and interact with him in advance about the time, venue, and mode of each evaluation. He should regularly meet his supervisor and present his work periodically. Proposed examiners may also be invited to attend the Mid Semester presentation and viva sessions.

### 4. Grading Procedure

Grading will be done mainly based on the progress made towards attaining the overall objectives of the Thesis. The supervisor shall evaluate various prescribed components of evaluation before the submission of the final thesis. The final thesis and performance in the final viva are to be jointly evaluated by the panel consisting of supervisor and examiner appointed by the Dean, ARD Division.

The supervisor should make the Final Thesis Report available to the examiner well in advance. Before sending, he should check the contents of the Thesis, verify the checklist, and sign the 'Certificate from the Supervisor'. Evaluation of various components can be done based on marks or grades. However, the recommendations for the final award shall invariably be made in terms of one of the prescribed grades, viz. **A/A-/B/B-/C/C-/D/E**. The student will have to defend the work appearing in his/her thesis before the panel of examiners. A detailed outline of work and the mid-semester written report submitted by the student should be made available by the Supervisor to the examiner. Before giving recommendations for the final grade in the thesis, the examiners shall

also take note of the overall performance of the candidate as indicated through various reports, mid-semester grades, etc. A proper correlation amongst the various reports, final thesis, and performance in the viva shall guide the recommendations for the final award.

Immediately after the viva, the supervisor shall send ONE copy of the Final thesis, Thesis abstract, Attendance sheet, and completed Final Evaluation Form for the Thesis and Seminar courses to the ARD in a sealed cover. The other copy will be retained by him. The student should ensure with his supervisor that the evaluation forms reach the Division well before the last date of the comprehensive examination. He should also verify all items of the check-list.

### **5. Mid-semester Grading**

This will be announced by the supervisor to his student sometime in the 10th week of the semester. The mid-semester Evaluation Form must be submitted by the supervisor to ARD in the 10<sup>th</sup> week.

### **6. Make-up Policy**

Since the thesis is a full-time involvement, there is no scope of any makeup in this course.

### **7. Attendance and Routine Matters**

a. A thesis is a full-time involvement and it is the responsibility of the student to be in full attendance. He should be available for interaction as frequently as desired by the supervisor. In his mid-semester report, the student should state quantitatively his attendance for all the working days falling in the period of the report. A student is liable to be awarded NC if he does not cooperate with his supervisor.

b. Every student has to sign his attendance regularly with the supervisor or as per the alternative arrangement made by the supervisor. An attendance sheet is being provided for this purpose to the supervisor. The candidate should apply and seek prior permission from his supervisor for going on leave for any genuine needs.

c. If the leave of absence exceeds SEVEN days in the entire semester, the recommended final grade by the examiners may be revised by the Instructor-in-charge in consultation with the supervisor.

d. For routine matters such as a workplace, laboratory help, contingency expenditure, etc., the concerned Head of the department may be contacted through the supervisor.

e. For using central facilities like IPC, CAD, Instrumentation, Workshop, IMA lab, various stores, etc., students must follow the procedures laid down by the respective in charges of the facility.

f. For field trips out of Pilani, a complete plan indicating purpose, Duration, and place of work should be given through the supervisor to Dean, ARD in advance for his approval. (Also consult Academic Regulations 6.21).

g. The final viva cannot be held before the date on which a comprehensive exam begins. The exact dates of the final viva are scheduled by Dean ARD spanning within the comprehensive examination period. However, depending on the exigencies of an individual situation, these dates may be changed. Therefore, the students should plan in such a manner so that they are available till the end of the comprehensive examination in the semester. If the THESIS is not submitted on the last day of classwork as stipulated and examiners do not have sufficient time to read the

Report, the student will only be responsible for any delay in holding the Viva on the announced date.

h. The format of the Thesis Cover/ Title page and 'Certificate from the Supervisor' is appended. NO OTHER FORMAT SHOULD BE USED. The abstract of the thesis should invariably be included in the thesis in the prescribed format. The suggested sequence for the organization of the Final Thesis is given below:

- First page (inner cover)
- Acknowledgment
- Certificate from the Supervisor
- List of Symbols & Abbreviations used
- Thesis Abstract
- Table of Contents
- Chapters 1, 2, 3, etc.
- Conclusion
- Appendices
- Bibliography/References (in standard format)
- List of Publications/Conference or Presentations, if any.

Each student is expected to learn the standard methodology of presenting references and bibliographical details through Library/self-study work. A standard format should be used while reporting the same in Thesis. Mere reproduction from the books/papers should be avoided and the relevant portion should only be referred.

### **8. Chamber consultation Hours**

Each student is expected to fix up consultation hours with his supervisor. He can meet the undersigned or the In-Charge, FDTS in ARD with a prior appointment.

### **9. Course Notices**

All the notices issued by the ARD shall be placed on the ARD Notice Board.

### **Check List of Items for Final Report of First Degree Thesis**

1. Is the Report's 'Cover/Title page' in the proper format?
2. Is 'Supervisor's Certificate' in the proper format? Has it been signed?
3. Is 'Abstract' included in the Report? Is it in the proper format?
4. Does the 'Contents' page include chapter page numbers?
5. Does the Report contain a summary of the literature survey?
6. (a) Are the pages numbered properly?  
(b) Are the figures numbered properly?  
(c) Are the tables numbered properly?  
(d) Are the figures and tables titled properly? (e) Are the appendices numbered?
7. Does the Report contain 'Conclusion' of the work?

8. Are References/Bibliography given in the Report?
9. Have the 'References' been cited in the Report?
10. Is the citation of 'References and Bibliography' in the standard format?

Attention should be paid to the above items while preparing the FINAL REPORT. Supervisors are also requested to ensure that their candidate(s) have prepared the FINAL REPORT properly.

**Illustrative Examples of Citation of References:**

1.	Book: A. Gelb, Applied Optimal Estimation. Cambridge, M.A.; M..I.T. Press, 1974
2.	A paper in Conference or Symposium Proceedings edited Published by Book Company: R.E. Kalman, 'New Methods in Wiener filtering theory', in Proc. First Symposium on Engineering Applications of Random Function Theory and Probability' J.L. Bogdanoff and F. Kozin, Eds. New York, Wiley, 1963, pp. 270-388
3.	A Journal Paper: R.E. Kalman and N.S. Pucy, 'New results in linear filtering and prediction theory', Trans. ASME, J.Basic Eng., Vol. 83-D, pp. 95-108, Mar. 1961
4.	A Conference Paper: M. Vidyasagar and N.K. Bose, 'Input-output stability of linear systems defined over measure spaces', in Proc. Midwest Symp. Ciro, Syst., Montreal, P.O. Canada, Aug. 1975, pp 394-397
5.	A Ph.D. thesis or Thesis A.C.G Viera, 'Matri, orthogonal polynomials, with applications to autoregressive modeling and ladder forms', Ph.D. Thesis, Stanford Univ., Stanford, CA, Dec. 77

**Format of the Cover/Title page of the Thesis**

**(Title of the Thesis)**

Thesis

Submitted in partial fulfillment of the requirements of  
BITS C421T/422T Thesis

By

**(Author)**

**ID No. (                      )**

Under the supervision of

-----  
**(Name and Designation of Supervisor)**

Institute emblem

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI (RAJASTHAN)

(Date)

**Format of `Certificate from the Supervisor`**

CERTIFICATE

This is to certify that the Thesis entitled, \_\_\_\_\_

\_\_\_\_\_ and submitted  
by \_\_\_\_\_ ID No. \_\_\_\_\_ in partial fulfillment of the requirement of BITS  
C421T/422T Thesis embodies the work done by him/her under my supervision.

Signature of the Supervisor

Date:

**Name**

Designation



**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI**  
**ACADEMIC RESEARCH (PH. D. PROGRAMME) DIVISION**  
**FIRST/SECOND SEMESTER**  
**COURSE HANDOUT: BITS C441T/C442T SEMINAR**

**1. Scope and Objective of the Course**

This course aims to train a student in the art of presentation of his/her Thesis work in seminars before a peer group.

**2. Operation of the Course**

The student should interact with his supervisor immediately after registration and chalk out a plan of seminars to be presented during the semester. The supervisor shall conduct the seminars and evaluate the performance of the student(s) working under him. Exact dates of seminars and venue will be decided by the Supervisor. The student has to provide a brief abstract of the seminar talk at the time of the presentation. A student will give at least four seminars.

**3. Evaluation**

The evaluation apart from other components shall be based on the following:

- a) Technical contents in the presentation
- b) Depth of knowledge in the subject
- c) Style of presentation (Logical development, due emphasis, etc.)
- d) Response to questions (quick grasp, answers to the point, a reference to related work, etc.)
- e) Written abstract of the seminar talk.

The evaluation may be done based on marks or grades. The suggested weightage of the various components is given below:

Components	Nos.	Weightage	Due date in the semester
Seminars	4	25% each	3 <sup>rd</sup> , 7 <sup>th</sup> , 11 <sup>th</sup> , & 15 <sup>th</sup> week

If a supervisor wishes to have more seminars for a particular student, the weightage and due dates may be adjusted. The final grade will be in terms of **GOOD/POOR**.

**4. Course Notices**

All notices generated by the ARD Division will be placed on the Division Notice Board.

## **OPERATIONAL DETAILS FOR INSTRUCTORS:**

The operational details for Instructors of the Thesis and Seminar courses are outlined below:

### **Thesis Course:**

1. Please ask your student to supply their particulars to ARD Division in Performa TS-1 given directly to him.
2. Please suggest a panel of two examiners for evaluation of the Thesis. You are requested to inform the proposed examiners and obtain their consent. Efforts will be made to choose one examiner from the panel. You may invite the proposed examiners for the Mid-semester and other presentation components.
3. Details of the evaluation are given in the handout. The marks/grades obtained in each of the components should be entered in the Final evaluation form. The record should be kept ready for examination at very short notice. The Final Thesis and Viva performance should be jointly evaluated by you and the Examiner appointed for this purpose by Dean, ARD
4. After the Final Viva, One copy each of the Thesis, the Final evaluation form, and the Thesis abstract should be returned to the ARD Division. These should reach the ARD Division within three days of the Final Viva. The other thesis copy and evaluation form should be retained by the supervisor.
5. The grades in the Thesis are in terms of Excellent/Good/Fair/Poor.
6. If the leave of absence exceeds SEVEN days in a semester the recommended final grade may be revised by the Instructor-in-Charge in consultation with the supervisor. Supervisors are requested to verify the number of days a student has been on leave or on approved field trips.

### **Seminar Course**

1. Please note that the supervisor shall also be the instructor as well as the evaluator for the seminar course. The seminar is a separate course.
2. Please give a schedule of seminars to the student. At least four seminars are to be given by a student during the semester.
3. A copy of the seminar schedule may be displayed on your Group notice board. It is suggested that the four seminars may be arranged in the 3<sup>rd</sup>, 7<sup>th</sup>, 11<sup>th</sup>, and 15<sup>th</sup> week of the semester.
4. Please request the proposed examiner and other interested faculty of your Group to attend the seminar. Other students working under you may also be asked to attend the semester.
5. After completion of the final evaluation, the recommendations for the Final Grade (GOOD/POOR) should be sent to the ARD Division in the Final Evaluation Form.

### **Routine matters**

1. Every student has to sign his attendance regularly with his supervisor in the attendance sheet. The signed attendance sheet should be returned to the ARD Division along with the Final Evaluation Form.

2. A student should not take more than seven days of leave in a semester. The supervisor may directly sanction him leave. If his absence exceeds more than seven days his overall recommended grades may be revised by the Instructor-in-charge in consultation with the supervisor.
3. If the performance of the student is below expectations and if he is not cooperating, the supervisor should hold discussions with him and counsel him on this aspect. If he still does not improve, a written warning should be given to him with a copy endorsed to Dean, ARD.
4. Supervisors should send the recommended Mid-semester evaluation form to the ARD Division latest by 10<sup>th</sup> week. The recommended Mid-semester grade may be announced by the supervisor to his student directly.
5. For field trips of students outside Pilani, a complete plan indicating purpose, duration, and place of work should be given to Dean, ARD in advance for his approval.
6. One copy of all reports sent to the ARD Division should be retained. Entry in the evaluation form should be made regularly.
7. The student should be kept informed of his performance in various components of the evaluation.
8. The supervisors are requested to adhere to the dates given in the Calendar of Events.
9. In FINAL THESIS REPORT specified formats of Cover/Title page, Supervisor's Certificate, have to be adhered to. The thesis has to be word-processed/typed on A4 size white paper. References should be cited in a standard manner. The title of the thesis should be proper and should be indicative of the type of work.
10. The supervisor should check the contents of the thesis and sign the certificate page before sending it to the examiners and ARD Division.
11. Classify the Thesis topic in one of the Areas of Research given in the Bulletin.

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI**  
**ACADEMIC RESEARCH (PH. D. PROGRAMME) DIVISION**  
**FIRST/SECOND SEMESTER 20 -20**  
**MID SEMESTER EVALUATION FORM**

**Section I PARTICULARS (TO BE FILLED BY STUDENT AND RETURNED TO SUPERVISOR)**

Semester \_\_\_\_\_ Session \_\_\_\_\_

ID No. \_\_\_\_\_ Name of Student \_\_\_\_\_

**Section II EVALUATION DETAILS (TO BE FILLED BY SUPERVISOR) A.**  
**THESIS.**

S.No.	Evaluation Component	Max. Marks	Marks awarded
1.	Viva –I	15	
2.	Mid. Sem. Presentation	15	
3.	Mid. Sem. Written Report	15	
	Total	45	

Recommended Mid-semester grade **(A/A-/B/B-/C/C-/D/E)**: Report  
 (NC/I/W) , if any:

**B.SEMINAR**

S.No	Component	Grade obtained (Tick one)	
		Seminar I	Seminar II
1.	Written abstract	GOOD /POOR	GOOD /POOR
2.	Technical contents	GOOD /POOR	GOOD /POOR
3.	Depth of knowledge	GOOD /POOR	GOOD /POOR
4.	Style of presentation	GOOD /POOR	GOOD /POOR
5.	Response to questions	GOOD /POOR	GOOD /POOR
<b>MID SEM GRADE</b>		<b>GOOD /POOR</b>	

Report (NC/I/W) , if any:

Date: \_\_\_\_\_

Signature of Supervisor

N.B. The supervisor should announce the Mid. Sem. Grade to his student directly and return the form to the ARD Division.

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI**  
**ACADEMIC RESEARCH (PH. D. PROGRAMME) DIVISION**  
**FIRST/SECOND SEMESTER 20 -20**  
**MID SEMESTER EVALUATION FORM**

**Section I PARTICULARS (TO BE FILLED BY STUDENT AND RETURNED TO SUPERVISOR)**

Semester \_\_\_\_\_ Session \_\_\_\_\_

ID No. \_\_\_\_\_ Name of Student \_\_\_\_\_

**Section II EVALUATION DETAILS (TO BE FILLED BY SUPERVISOR) A.**  
**THESIS.**

S.No.	Evaluation Component	Max. Marks	Marks awarded
1.	Viva –I	15	
2.	Mid. Sem. Presentation	15	
3.	Mid. Sem. Written Report	15	
	Total	45	

Recommended Mid-semester grade **(A/A-/B/B-/C/C-/D/E)**: Report  
 (NC/I/W), if any:

**B.SEMINAR**

S.No	Component	Grade obtained (Tick one)	
		Seminar I	Seminar II
1.	Written abstract	GOOD /POOR	GOOD /POOR
2.	Technical contents	GOOD /POOR	GOOD /POOR
3.	Depth of knowledge	GOOD /POOR	GOOD /POOR
4.	Style of presentation	GOOD /POOR	GOOD /POOR
5.	Response to questions	GOOD /POOR	GOOD /POOR
<b>MID SEM GRADE</b>		<b>GOOD /POOR</b>	

Report (NC/I/W), if any:

Date: \_\_\_\_\_

Signature of Supervisor

N.B. The supervisor should announce the Mid. Sem. Grade to his student directly and return the form to the ARD Division.

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI**

**ACADEMIC RESEARCH (PH. D. PROGRAMME) DIVISION**

**FIRST/SECOND SEMESTER 20 - 20**

**FINAL EVALUATION FORM: FIRST DEGREE THESIS & SEMINAR COURSE**

ID No. \_\_\_\_\_ Name of Student \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Title of Thesis (as on thesis) \_\_\_\_\_

**I. EVALUATION IN THESIS**

S.No.	Evaluation Component	Max. Marks	Marks awarded
1.	Viva –I	15	
2.	Mid. Sem. Presentation	15	
3.	Mid. Sem. Written Report	15	
4.	Viva – II	15	
5.	Final Thesis Report	25	
6.	Final Viva	15	
	Total	100	

Recommended Mid-semester grade **(A/A-/B/B-/C/C-/D/E)**:

**RECOMMENDED FINAL GRADE (A/A-/B/B-/C/C-/D/E):**

Report (NC/I/W), if any:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Examiner

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Name of Examiner

\_\_\_\_\_  
Name of Supervisor

**II. EVALUATION IN SEMINAR**

**RECOMMENDED FINAL GRADE IN SEMINAR (Tick one):**

**GOOD/POOR**

**EVALUATION DETAILS OF SEMINAR (to be filled by Supervisor)**

Component	Grade obtained in the seminar (Tick one)			
	Seminar 1	Seminar 2	Seminar 3	Seminar 4
Written abstract	Good / Poor	Good / Poor	Good / Poor	Good / Poor
Technical contents	Good / Poor	Good / Poor	Good / Poor	Good / Poor
Depth of knowledge	Good / Poor	Good / Poor	Good / Poor	Good / Poor
Style of presentation	Good / Poor	Good / Poor	Good / Poor	Good / Poor
Response to questions	Good / Poor	Good / Poor	Good / Poor	Good / Poor

**SUPERVISOR'S RATING OF STUDENT'S TRAITS:**

Work progress and achievement	EXCELLENT/GOOD/FAIR/POOR
Technical/Professional Competence	EXCELLENT/GOOD/FAIR/POOR
Documentation and expression	EXCELLENT/GOOD/FAIR/POOR
Initiative and originality	EXCELLENT/GOOD/FAIR/POOR
Punctuality	EXCELLENT/GOOD/FAIR/POOR
Reliability	EXCELLENT/GOOD/FAIR/POOR

Report, if any:

\_\_\_\_\_

Date

Signature of Supervisor

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI**  
**ACADEMIC RESEARCH (PH. D. PROGRAMME) DIVISION**  
**FIRST/SECOND SEMESTER 20 - 20**

**FINAL EVALUATION FORM: FIRST DEGREE THESIS & SEMINAR COURSE**

ID No. \_\_\_\_\_ Name of Student \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Title of Thesis (as on thesis) \_\_\_\_\_  
 \_\_\_\_\_

**I. EVALUATION IN THESIS**

S.No.	Evaluation Component	Max. Marks	Marks awarded
1.	Viva –I	15	
2.	Mid. Sem. Presentation	15	
3.	Mid. Sem. Written Report	15	
4.	Viva – II	15	
5.	Final Thesis Report	25	
6.	Final Viva	15	
	Total	100	

Recommended Mid-semester grade **(A/A-/B/B-/C/C-/D/E)**:

**RECOMMENDED FINAL GRADE (A/A-/B/B-/C/C-/D/E):**

Report (NC/I/W), if any:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Examiner

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Name of Examiner

\_\_\_\_\_  
Name of Supervisor

**II. EVALUATION IN SEMINAR**

**RECOMMENDED FINAL GRADE IN SEMINAR (Tick one):**

**GOOD/POOR**



**EVALUATION DETAILS OF SEMINAR (to be filled by Supervisor)**

Component	Grade obtained in the seminar (Tick one)			
	Seminar 1	Seminar 2	Seminar 3	Seminar 4
Written abstract	Good / Poor	Good / Poor	Good / Poor	Good / Poor
Technical contents	Good / Poor	Good / Poor	Good / Poor	Good / Poor
Depth of knowledge	Good / Poor	Good / Poor	Good / Poor	Good / Poor
Style of presentation	Good / Poor	Good / Poor	Good / Poor	Good / Poor
Response to questions	Good / Poor	Good / Poor	Good / Poor	Good / Poor

**SUPERVISOR'S RATING OF STUDENT'S TRAITS:**

Work progress and achievement	EXCELLENT/GOOD/FAIR/POOR
Technical/Professional Competence	EXCELLENT/GOOD/FAIR/POOR
Documentation and expression	EXCELLENT/GOOD/FAIR/POOR
Initiative and originality	EXCELLENT/GOOD/FAIR/POOR
Punctuality	EXCELLENT/GOOD/FAIR/POOR
Reliability	EXCELLENT/GOOD/FAIR/POOR

Report, if any:

\_\_\_\_\_

Date

Signature of Supervisor

**TS-1 Form**

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI  
ACADEMIC RESEARCH (PH. D. PROGRAMME) DIVISION**

**PARTICULARS OF THESIS**

The student should correctly fill in this Performa immediately after all the changes (in topic, supervisor, or both) are finalized and submit to ARD Division within two weeks of registration.

**A. Personal Particulars**

ID No: \_\_\_\_\_ Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

**B. Thesis Particulars**

Name of Supervisor: \_\_\_\_\_

Thesis Topic: \_\_\_\_\_

Research area (consult Bulletin): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Signature of student

**Panel of Examiners (To be suggested by the supervisors)**

S. No.	Name of Faculty	Department/Div./Unit
1.		
2.		

-

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of supervisor

( P.T.O )

**OUTLINE OF FIRST DEGREE THESIS PROJECT**  
**(Attach extra sheet, if necessary)**

Aim and objective(s):

Background of work:

Plan of work:

Bibliography & References:

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Signature of Student

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Signature of supervisor

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI**  
**ACADEMIC RESEARCH (PH. D. PROGRAMME) DIVISION**

**ATTENDANCE SHEET FOR FIRST DEGREE THESIS/HIGHER DEGREE DISSERTATION STUDENTS**  
**FIRST/SECOND SEMESTER**

**I. PARTICULARS**

Name of student \_\_\_\_\_ ID No. \_\_\_\_\_ Supervisor \_\_\_\_\_

Hostel \_\_\_\_\_ Room No. \_\_\_\_\_

**II. Attendance (Student to sign his initials)**

Month	DATES																Total working days	Days absent	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
Aug/Jan																			
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Sep/Feb																			
Oct/Mar																			
Nov/Apr																			
Dec/May																			

Note: Supervisor may decide to keep this sheet with him or with the Group/Division office (in consultation with the in-charge and ask the student to sign on each working day before a particular specified time. This sheet should be returned to the ARD Division along with the Final Evaluation Form.

Date:

Signature of Supervisor